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Approved For Release 2003/04/17 : CIA-RDP80-01826R000100130024-5

TRANSACTIONS AND RECORDS BRANCH

ACCOMPLISHMENTS AND MAJOR DEVELOPMENTS FY 1962

25X1 1. Consolidation of the [ ]

25X1 Greater efficiency was effected in the [ ] by the consolidation of the three file rooms and the installation of new Pro-Files and applicant steel cardex tables. The [ ] is now operating with one less employee than last year and three under their Staffing Authorization; yet there has been a decided increase in activity in employee folders established (48%), charge outs (7%), and requests for terminated files (98%), and in applicant files established (56%), charge outs (33%), and material inserted in applicant files (221%). There was also an increase of 69% in requests for records of previous Federal service of Agency employees in connection with a program for verifying service computation dates.

2. Personnel Folder Conversion:

The project of converting old style personnel folders to the new style folder installed in the Federal Supply System was completed. This change was necessitated by the use of the Pro-File equipment but it has proven beneficial because of the durability of the heavier stock and the legibility of the names through the plastic tabs.

3. Transfer of National Security Files:

As a result of the decision that National Security Council would be responsible for providing their own administrative support, the personnel records of current and former employees of NSC were transferred in July 1961. In many cases, service record cards carried information relative to CIA as well as NSC service; it was, therefore, necessary to prepare dummy service record cards to isolate NSC service. Former NSC employees had to be identified, their records retrieved from our Records Center and forwarded to the Federal Records Center. All files on current NSC employees were screened to delete any classified documents and/or sterilize those documents which might have been classified in error.

4. PSI Listings:

It was originally anticipated that PSI computations and notifications would be generated by the 501 Computer from pay records. Since the unvouchered payroll is not yet on the 501 and the lists prepared from the

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Excluded from automatic  
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25X1 vouchered pay records proved to be completely unacceptable, it was necessary for [ ] to revert to their former system, using notifications prepared by the 501 from personnel records for manual checking against service record cards.

5. Consolidation of Credit Inquiry Card:

During the year a project was undertaken to consolidate all records of credit card inquiries to facilitate answering requests from Central Cover. This project is nearing completion.

6. Computation of LSI's:

The program to compute longevity step increases through 1970 was completed this year.

7. Final Phase of Conversion to 501 Computer:

The final phase of converting personnel records to the 501 was completed this year; this involved a complete revision of the codes used and flex-o-writer programs. The system of processing actions has achieved a high degree of efficiency and [ ] has been consistently able to complete a month's processing the first work day of the next month, thereby enabling statistical reports to be produced from one to two weeks earlier than under the IBM system.

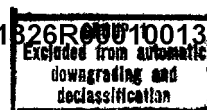
8. Record of Overseas Service:

25X1 During the year, the [ ] assumed the responsibility for providing the computer with the overseas arrival and departure dates by use of a miscellaneous change notice. SRB is currently attempting to edit prior records and during FY 1963 this work load will probably double.

9. Categories of Personnel:

25X1 As required by [ ] Categories of Personnel, arrangements were made for the identifications of personnel on duty 15 September 1961 by category. Flex-o-writer programs were devised to reflect changes in category by use of personnel actions as notification and record for the Official Personnel File. This has accounted to a certain extent for the 25 per cent increase in personnel actions prepared in the [ ]

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10. Security Reinvestigation:

In connection with the Office of Security Reinvestigation Program, this Branch reviewed an average of over 100 personnel files a month for information which should be considered by the Office of Security.

11. Dual Compensation:

A draft of the proposed Dual Compensation Act of 1961 was reviewed by the Branch Chief at the request of the General Counsel. A study was made of benefits accruing to military retirees under that Bill compared to current legislation and the administrative difficulties the Agency would encounter if the Bill were passed.

12. Transfer of Correspondence Section to POD:

Correspondence Section was transferred from the Branch to Personnel Operations Division.

13. Attached are statistical tables reflecting activity in the recurring functions of the three sections of the Branch.

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